



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY FORCES COMMAND**  
**1777 HARDEE AVENUE SW**  
**FORT MCPHERSON GEORGIA 30330-1062**

REPLY TO  
ATTENTION OF

AFLG-PR

16 October 2000

**MEMORANDUM FOR ALL FORSCOM DOCS**

**SUBJECT: Contracting Information Letter (CIL) 01-02**

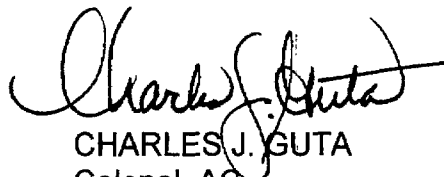
1. This CIL contains information on the following subjects:
  - a. Army Acquisition Corps (AAC) Membership Requirements
  - b. Central Contractor Registration (CCR) Registration Form and Workbook
  - c. Areas of Special Interest for FY01
  - d. Class Deviation to DFARS 207.103; Written Acquisition Plans for Development Actions
  - e. FAR Changes to Payment Bond Amount
2. Army Acquisition Corps (AAC) Membership Requirements. Reference memo, SAAL-ZAC, 3 October 2000, subject: Army Acquisition Corps (AAC) Personnel Operations Letter #3 – Revised Interim Referral Procedures (encl 1). Temporary promotions to Critical Acquisition Positions has been interpreted to allow for tentative selection for up to 180 days to allow selectees to meet AAC requirements. For additional information, please contact Clyde Thomas at DSN 367-6372.
3. Central Contractor Registration (CCR) Registration Form and Workbook. The updated CCR registration form, CCR Workbook, and Assistance Center Information are provided at enclosure 2.
4. Areas of Special Interest for FY01. Reference memo, SAAL-PR, 1 September 2000, SAB (encl 3). Subject memo contains areas of special interest to the Army Senior Leadership. These areas will be addressed during the PARCs Contracting Management Reviews (CMRs).
5. Class Deviation to DFARS 207.103; Written Acquisition Plans for Development Acquisitions. Reference memo, SAAL-PP, 25 September 2000, SAB (encl 4). Written acquisition plans will be required for acquisitions for development, as defined by FAR 35.001, when the total cost of all contracts for the acquisition program is estimated at \$30 million or more for all years or \$15 million or more for any fiscal year.

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6. FAR Changes to Payment Bond Amount. Reference memo, CECC-C, 23 August 2000, subject: CECC-C Bulletin No. 00-25, FAR Changes to Payment Bond Amounts (encl 5). For contracts in excess of \$100K, the payment bond must equal 100 percent of the contract price. If the contract increases, an additional amount equal to 100 percent of the increase is required. The amount of the payment bond cannot be less than the performance bond.

5 Encls  
as

A handwritten signature in black ink, appearing to read "Charles J. Guta". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

CHARLES J. GUTA  
Colonel, AC  
Chief, Contracting Division, DCSLOG  
Principal Assistant Responsible  
for Contracting

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY 103 ARMY PENTAGON  
WASHINGTON DC 20310 0103

OCT 03 200

SAAL-ZAC

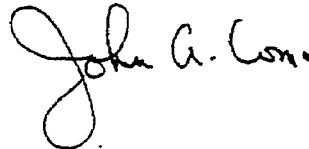
MEMORANDUM FOR CIVILIAN PERSONNEL OPERATING/ADVISORY CENTERS

SUBJECT: Army Acquisition Corps (ACC) Personnel Operations Letter #3 -Revised  
Interim Referral Procedures

Paragraph 5 of memorandum TAPC-OPB-B dated May 16 1995, subject as above, is rescinded. The memorandum, less paragraph 5, may be used until the Army Acquisition Workforce civilian recruiting policy, currently in staffing, is issued.

Paragraph 5 addresses details and temporary promotions to Critical Acquisition Positions (CAPs). Specifically, it has been interpreted to allow for tentative selection for up to 180 days to allow selectees to meet Army Acquisition Corps (AAC) membership requirements. We have been informed by the Office of the Army General Counsel that the 180 day time period, to include details and temporary promotions, is in violation of the Defense Acquisition Workforce Improvement Act. Individuals selected for CAPs must be fully qualified for AAC membership at the time of applying for the position. Tentative selection is allowed only for the approximately two-week period it takes to process the paperwork for accession into the AAC.

The above guidance will be included in the CAPs section of the civilian recruiting policy. In the interim, please ensure it is used in conjunction with the above memorandum in filling CAPs. For your assistance, a document outlining AAC Membership Requirements/Information is enclosed. Point of contact is Patricia Hopson, (703)604-7126, e-mail: Hopsonp@sarda.army.mil.



JOHN A. COMO  
Colonel, GS  
Acting Deputy Director  
Acquisition Career Management

Enclosure

CF:  
ASA (M&RA)  
ACMAs  
ACMs

Encl 1

## ARMY ACQUISITION CORPS MEMBERSHIP REQUIREMENTS/INFORMATION

I. REQUIREMENTS: In order to become a member of the Army Acquisition Corps (AAC), a subset of the Army Acquisition Workforce, individuals must meet the status, experience, training and education requirements listed under paragraph I through 4. Paragraph 5 lists other methods of becoming an AAC member. (Reference: DA WIA Chapter 87, 10 U.S. code, Section 1732(b), Eligibility Requirements.)

1. STATUS: Civilian employees must have been selected for or be serving in a GS 14/NH IV, or above, position. (All GS 14/NH IV and LTC and above are Critical Acquisition Positions.) Military must be serving in the grade of major, or above. (Individuals certified eligible for selection from outside Federal civil service to such a position are included in this category.)

2. EXPERIENCE: Have four years of acquisition experience in the DoD or in a comparable position in industry or government.

3. TRAINING: Have completed Level II or Level III certification or the mandatory requirements in an acquisition career field. (NOTE: Individuals selected for a CAP have 18 months to achieve Level III certification in the career field designated by the position or obtain a waiver. This does not preclude accession into file Corps.) Acquisition career field certifications from other DoD components are accepted as valid by the Army.

4. EDUCATION: (must have both a and b)

a. Possess a baccalaureate degree from an accredited educational institution.

b. Possess at least:

- 24 semester credit hours (or equivalent) from an Accredited institution of higher education, from among the following business disciplines: Accounting, Business, Finance, Contracts, Economics, Industrial Management, Law, Marketing, Organization Management, Purchasing, and Quantitative Methods

or

- 24 semester credit hours (or equivalent) in the individual's acquisition career field, from an accredited institution of higher learning, and 12 semester credit hours (or equivalent) from among the business disciplines listed above.

c. There are two exceptions to the education requirement (i.e., the college degree

and the 24/12 hours of business semester hours, as stated in paragraph 4.a and b, above.

(1) If an individual had at least ten years of acquisition experience as of October 1, 1991, the above education requirements do not apply.

(2) If the individual meets both of the following conditions, the above education requirements do not apply:

- was serving in an acquisition position on October 1, 1991, but had less than ten years of acquisition experience.

- has 24 semester hours in the above listed business disciplines. (A combination of college courses and approved equivalency examinations totaling 24 semester hours may be used.)

5. In addition to the above, there are two other methods of becoming an AAC member.

a. Individuals who graduate from the Competitive Development Group Program become AACmembers.

b. Civilian employees who achieve Acquisition Corps membership through another military defense department or the OSD/Defense Agency Acquisition Corps, to include active duty and reserve components, are automatically qualified for AAC membership upon selection to a CAP position.

## II GENERAL INFORMATION:

1. Upon acceptance into the AAC, civilian members are required to sign the following documents:

a. AAC Written Tenure Agreement.

b. AAC Mobility Statement.

2. Upon accession into the AAC, members will receive a letter and a certificate of documentation from the Deputy Director, Acquisition Career Management.

3. Acquisition Career Managers will update the Acquisition Career Records Brief to indicate AAC status.

4. AAC members retain their corps membership even when assigned to a non-acquisition position.

## Central Contractor Registration Form

Please type or print legibly in black ink. Information must be legible for registration to be processed in a timely manner.  
This form is to be printed out and faxed or mailed to the fax number or address at the bottom of the form.

**(M) = Mandatory field. Data must be entered for registration to be complete.**

### General Information

DUNS Number<sup>1</sup> (M): \_\_\_\_\_ CAGE Code<sup>2</sup> (M) if foreign: \_\_\_\_\_

Legal Business Name (M): \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Tax ID #<sup>3</sup> (M): \_\_\_\_\_ OR Social Security Number: \_\_\_\_\_

Division Name: \_\_\_\_\_ Division Number: \_\_\_\_\_

Street Address (M): \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City (M): \_\_\_\_\_ State (M): \_\_\_\_\_

Zip/Postal Code (M): \_\_\_\_\_ Country (M): \_\_\_\_\_

Business Start Date (M): \_\_\_\_\_ Number of Employees (M): \_\_\_\_\_

Fiscal Year Close Date (M): \_\_\_\_\_ Annual Revenue (M): \_\_\_\_\_

### Type of Organization (M):

- ☐ Sole Proprietorship      ☐ Partnership      ☐ Corporate Entity (Tax Exempt)
- ☐ Corporate Entity (Not Tax Exempt)   ☐ Federal, State or Local Government   ☐ Foreign Government
- ☐ International Organization      ☐ Other

State of Incorporation (M): \_\_\_\_\_ or Country: \_\_\_\_\_

### Business Type(s) (M):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Tribal Government                       | <input type="checkbox"/> S Corporation           | <input type="checkbox"/> Research Institute                    |
| <input type="checkbox"/> Municipality                            | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Emerging Business/Other Unlisted Type |
| <input type="checkbox"/> Nonprofit Institution                   | <input type="checkbox"/> Sheltered Workshop      | <input type="checkbox"/> Historically Black College/University |
| <input type="checkbox"/> Federal, State, County or City Facility | <input type="checkbox"/> Construction Firm       | <input type="checkbox"/> Federal Agency                        |
| <input type="checkbox"/> 8(a) Program Participant                | <input type="checkbox"/> Foreign Supplier        | <input type="checkbox"/> Service Location                      |
| <input type="checkbox"/> Woman Owned Business                    | <input type="checkbox"/> Minority Owned Business | <input type="checkbox"/> Small Business                        |
| <input type="checkbox"/> Surplus Dealer                          | <input type="checkbox"/> Manufacturer of Goods   | <input type="checkbox"/> Small Disadvantaged Business          |
| <input type="checkbox"/> American Indian Owned                   | <input type="checkbox"/> Veteran Owned           | <input type="checkbox"/> Subgroup                              |
|  | <input type="checkbox"/> Labor Surplus Area Firm | <input type="checkbox"/> Limited Liability Company             |

1. Data Universal Numbering System (DUNS)– Call Dun & Bradstreet at 1-800-333-0505 or 1-610-882-7000 if unsure.
2. Commercial and Government Entity (CAGE) Code – If you do not have a CAGE Code, one will be assigned to you, call DLIS – Defense Logistics Information Services at 1-888-352-9333 Option 3 if unsure, or check CAGE search web <<http://www.dlis.dia.mil/CAGESearch/>>.
3. Taxpayer Identification Number (TIN) – Call the IRS at 1-800-829-1040 if unsure. The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701 (c) (3)).

Encl 2

### **Goods and Services:**

SIC Codes<sup>4</sup> **(M)** Standard Industrial Classification Codes identify what type of activity your business performs.

SIC Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_

SIC Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_

SIC Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_

SIC Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_ SIC Code: \_\_\_\_\_

PSC Codes (Optional) Product Service Codes are similar to SIC Codes. PSC Codes are used only to identify services.

PSC Code: \_\_\_\_\_ PSC Code: \_\_\_\_\_ PSC Code: \_\_\_\_\_

PSC Code: \_\_\_\_\_ PSC Code: \_\_\_\_\_ PSC Code: \_\_\_\_\_

FSC Codes (Optional) Federal Supply Classification Codes, FSC Codes are used to identify products.

FSC Code: \_\_\_\_\_ FSC Code: \_\_\_\_\_ FSC Code: \_\_\_\_\_

FSC Code: \_\_\_\_\_ FSC Code: \_\_\_\_\_ FSC Code: \_\_\_\_\_

### **Electronic Funds Transfer (EFT) Information:**

Financial Institution Name **(M)**: \_\_\_\_\_

ABA Routing Number **(M)**: \_\_\_\_\_

Account Number **(M)**: \_\_\_\_\_ Must indicate type of account **(M)**  
☐ Checking OR ☐ Savings

Lockbox Number: \_\_\_\_\_ Authorization Date **(M)**: \_\_\_\_\_

Automated Clearing House (ACH=Bank) **(M)** at least one method of contact must be entered

ACH Phone Number: \_\_\_\_\_ ACH Fax: \_\_\_\_\_

ACH International Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

ACH Email: \_\_\_\_\_

Do you (the Registrant) use or accept Credit Cards as a method of Purchase of Payment? **(M)**: ☐ Yes ☐ No

4. Contact your regional Electronic Commerce Resource Center (ECRC) to determine your SIC, PSC, or FSC. Call San Diego ECRC 1-800-400-4207 for assistance or check web addresses <http://www.ecrc.camp.org>, see EC Tools or <http://www.osha.gov/oshstats/sicser.html>  
To contact Procurement Technical Assistance Center Call 1-703-767-1650 to locate your regional PTAC <http://www.dia.mil/ddas/>.



**Address Information:**Remittance Address **(M)** (If EFT is unavailable, where would you like the check mailed?)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip/Postal Code \_\_\_\_\_

Country: \_\_\_\_\_

Mailing Address Information **(M)** if other than your legal address identified on the General Information Page. P.O. Box is acceptable here.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Party Performing Certification **(M)** if approved by Small Business Administration (SBA) for Section 8(a) Program.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

**Registration Acknowledgement and Point of Contact Information:**

Note: The Registrant acknowledges that the information provided is current, accurate, and complete.

Registrant Name **(M)**: \_\_\_\_\_Phone Number **(M)**: \_\_\_\_\_ Ext.: \_\_\_\_\_

International Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Please check method of preferred contact for CCR-related issues:

☐ Us mail☐ Fax: \_\_\_\_\_☐ Email: \_\_\_\_\_

**Registration Acknowledgement and Point of Contact Information continued:**

**Alternate Contact Information (M):**

Name (M): \_\_\_\_\_

Phone Number (M): \_\_\_\_\_ Ext.: \_\_\_\_\_

International Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

**Accounts Receivable Contact (M):**

Name (M): \_\_\_\_\_

Phone Number (M): \_\_\_\_\_ Ext.: \_\_\_\_\_

International Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner Information (M) if Sole Proprietorship:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

International Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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You may enter directly on the web at [www.ccr.dlsc.dla.mil](http://www.ccr.dlsc.dla.mil)

For Electronic Data Interchange (EDI) registrations, please contact your Value Added Network (VAN) Service Provider.

You may mail or fax completed registration to:

Department of Defense  
Central Contractor Registration  
74 Washington Avenue N Ste. 7  
Battle Creek, MI 49017-3084

**FAX: 616-961-7243**

**For registration assistance call 1-888-227-2423 or 1-616-961-4725 (outside USA)**

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# CCR

Central Contractor Registration

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## Introduction

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This information is designed to assist vendors in registering with the Government's Central Contractor Registration (CCR) system. It is a simple guide to assembling all the required information and filling out the hard copy CCR registration form. *This workbook and CCR Form do not contain all data elements possible to answer for CCR, just the mandatory elements.* For more detailed instructions, and answers to frequently asked questions, please **download the CCR Handbook** on [www.ccr2000.com](http://www.ccr2000.com)

In an effort to streamline the acquisition process, the Federal Government has established the CCR database system. The CCR serves as a centralized repository of information about vendors qualified to do business with the Government. CCR will be used to verify payment data for electronic payments.

There are 3 ways to register in the CCR database.

1. If you have Internet access, you can register by completing a registration form at the CCR web site. The Internet address for this site is [www.ccr.dlsc.dla.mil](http://www.ccr.dlsc.dla.mil)
2. If you have arranged for electronic data interchange (EDI) capability through a Value Added Network (VAN) that deals with the Government, they can help you register (for a fee) through an electronic transaction known as an 838 Trading Partner Profile. This is the quickest and easiest method for EDI capable vendors.
3. If you do not have Internet access, you can complete the paper registration form and mail or fax the application to the CCR Assistance Center. Hours of operation are 7AM – 5 PM Eastern Standard Time. The address of the Assistance Center is:

Department of Defense  
Central Contractor Registration  
74 Washington Avenue N. Ste 7  
Battle Creek, MI 49017-3084

Phone:  
1-888-227-2423 In USA  
616-961-4725 Outside USA  
FAX:  
616-961-7243

You may fax the forms to the number shown, however, any problems with legibility of data may cause delay or rejection of your application. You may phone the above number for help also.

### Information You Will Need

It may be necessary to make some outside contacts to secure all the information you need for registration. The items listed here may require a few phone calls to collect. Having them on hand will enable you to complete a successful registration with CCR.

DUNS number - The Data Universal Numbering System (DUNS) number is a unique nine character identification number. Call Dun and Bradstreet at 1-800-333-0505 or (610) 882-7000 if you do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. If you already have a DUNS number, the D&B representative will advise you over the phone. If a new number must be created, it will be issued within three working days. If you have Internet access you can also submit your request for a DUNS number through D&B's web site. The address [www.dnb.com](http://www.dnb.com)

CAGE code - The Commercial And Government Entity (CAGE) code is a five character ID number used extensively within the Department of Defense. Vendors with a US address may submit the application without a CAGE Code if they do not have one. If your application does not contain a CAGE code, one will be assigned to you. The CCR registration process will also verify existing CAGE codes for all applicants. To speed up the process, make every effort to use a current CAGE code in your application. Foreign vendors must include a CAGE code on the registration or it will be considered incomplete. Foreign vendors may contact their country's representative in obtaining a NATO CAGE code. See [http://www.dlis.dia.mil/ccr/ccr\\_cageinfo.htm](http://www.dlis.dia.mil/ccr/ccr_cageinfo.htm) for a list of e-mail addresses, phone numbers and contact points. The Defense Logistics Information Service, who administers the CAGE code system, has placed a CAGE code search feature on the Internet. If you have Internet access you can check your CAGE code yourself. The address is: [www.dlis.dia.mil/CAGESEARCH](http://www.dlis.dia.mil/CAGESEARCH)

US Federal TIN - Your Taxpayer ID Number is the Employer ID Number issued by the Internal Revenue Service. You may contact the IRS at 800-829-1040 to verify your TIN. If you are operating as an individual/sole proprietorship, your social security number will suffice. If a parent vendor pays your taxes, indicate the parent vendor's taxpayer identification number.

Banking & EFT Information - You will need to get banking numbers and information on EFT services from your bank. They should be able to get this information for you from the bank's Automated Clearing House (ACH) Coordinator.

If you wish to have EDI remittance advice (820 transaction sets) sent to you through a VAN rather than together with payments to your bank, then you must complete your 838 registration through your VAN. Do not use the Registration Application.

If you need information on EDI capable banks (i.e., value-added banks) in your area, which are able to process remittance information that accompanies ACH/CTX transactions, you may reach NACHA at (703) 742-9190 or Department of the Treasury at (202) 874-6810. It is your responsibility to check out the capabilities and associated costs of any financial institution.

SIC Codes - Standard Industrial Classification (SIC) codes are a numbering system that identifies the type of products and/or services your company provides. The business reference section of your local library may have manuals describing these codes in detail. If you have Internet access, two sites offer search engines that will show possible codes based on key word descriptions. These are located at [www.ecrc.camp.org/sic.html](http://www.ecrc.camp.org/sic.html) and [www.osha.gov/oshstats/sicser.html](http://www.osha.gov/oshstats/sicser.html). When searching for applicable SIC codes be sure to consider all the different types of products and services you provide.

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#### Instructions for Registration Form

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The CCR Registration Application form has recently been revised to simplify and speed the registration process. This new form has a minimum amount of required information for a successful registration. Unless otherwise noted, ALL items on this form must be completed. Exceptions to this rule are noted in instructions below.

#### General Information

DUNS number - Enter the DUNS number for your business location/physical location. The DUNS +4 extension is a special code that can be assigned by your parent company, to identify vendors and is

limited to identifying different CCR records (such as different EFT/account information or divisions at the same address) for the same vendor at the same physical location. If you are certain that you need a +4 extension, and it has been assigned by the parent CCR, then enter it as well. Otherwise, use only the standard 9-digit DUNS number for your location. When entering the DUNS on the Internet, enter only the numbers; do not include the dashes. If you do not know your DUNS number, please call Dun & Bradstreet at 1-800-333-0505 or (610) 882-7000 or visit their web site at <http://www.dnb.com>

CAGE code - Vendors with an address outside the USA must complete this item. For vendors in the USA, the following applies:

- If you know the CAGE code for your business at your location enter it, you can search web site [www.dlis.dla.mil/CAGESEARCH](http://www.dlis.dla.mil/CAGESEARCH)
- If you do not enter a CAGE code, one will be assigned if none exists, or your existing CAGE code will be verified and added to the registration unless you have moved and not notified the CAGE system personnel by calling DLIS Customer Service at 616-961-4725.

If you are outside the USA and do not have a CAGE code assigned, please contact your country's NATO representative, see [Information for Non-US CCR Registrants](http://www.dlis.dla.mil/ccr/ccr_cageinfo.htm) [http://www.dlis.dla.mil/ccr/ccr\\_cageinfo.htm](http://www.dlis.dla.mil/ccr/ccr_cageinfo.htm) or call DLIS Customer Service at 616-961-4725.

Legal Business Name and Doing Business As - Enter the legal name by which you are incorporated and pay taxes. If you commonly use another name for normal operations, such as a franchise or licensee name, then include that in the space below the Legal Business Name as DBA (Doing Business As) name. Your legal business name as entered on the CCR registration MUST match the legal business name that Dun & Bradstreet has you registered under. If the information does not match, your registration may be rejected during processing.

US Federal TIN - The TaxPayer Identification Number (TIN) is the nine-digit number companies use for income tax purposes. If you do not know your TIN, Contact the Internal Revenue Service at 1-800-829-1040. If you operate as an individual sole proprietorship, you must use your Social Security Number in the space to the right. Note: Authority: 31 U.S.C. 7701 (c) (3) Principal Purpose(s): The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offerer's relationship with the Government.

Division Name and Number - If you do business as a division of a larger vendor, be sure to indicate the proper name for your division. If some other identifier commonly distinguishes your division, enter that in the space on the right. Otherwise, leave blank.

Address - You must include a valid street address where your business is located. If you use a PO Box for correspondence, this may be included in the space provided for mailing address at the end of the registration form. Your street address, as entered on the CCR registration, MUST match the street address that Dun & Bradstreet has you registered under. If the information does not match, your registration may be rejected during processing. You may not register a branch of the business with the branch address and the headquarters duns number.

Date Business Started - Enter the date your business was started in its present form. This may be used to distinguish you from others with similar names. When entering the information on the web site, you must enter as mm/dd/yyyy. (example: 01/01/1995)

Fiscal Year Close Date - Enter the day on which you close your fiscal year. For example, if you use the calendar year, this would be 12/31. When entering the information on the web site, you must enter as mm/dd.

Average # of Employees and Average Annual Revenue - Be sure to provide accurate information about the number of employees and 3-year average annual receipts for your business, as these values can

determine your business size classification. These cannot be zero. You must enter a number. When entering revenue in the web site, enter numbers only, no dollar signs, commas or other symbols.

#### Corporate Information

Type of Organization - Check one of the boxes to indicate the legal form of your business. Be sure to enter the state of incorporation if incorporated in the USA. If you are incorporated outside the USA, you must provide Country of incorporation and check foreign supplier under business types. The foreign supplier designation is not for a US incorporated company that supplies to foreign locations.

Business Types - Check Boxes - Check all the descriptions that apply to your business. If you are unsure of whether you qualify under a category, contact your local Small Business Administration (SBA) office for the appropriate guidelines. You may visit their web site at [www.sba.gov](http://www.sba.gov). If none of the choices apply to you, you may check Emerging Business/other unlisted type. If you check 8a Program Participant, you will be required to complete name and address of certifying party in the address section.

#### Goods and Services

SIC codes –Use this section to list all the classification codes that apply to your products and services. Be sure to list as many as apply. SIC codes can be four or eight digits. You must supply at least one valid SIC code for your registration to be complete. If you do not know your SIC codes, you may search on the Internet at [www.osha.gov/oshstats/sicser.html](http://www.osha.gov/oshstats/sicser.html) or [www.ecrc.camp.org/sic.html](http://www.ecrc.camp.org/sic.html)

PSC Codes – Product Service Codes are similar to SIC Codes. PSC codes are used only to identify services. This field is not mandatory.

FSC Codes – Federal Supply Classification Codes (4 numeric digits) are similar to SIC Codes. FSC codes are used only to identify products. This field is not mandatory, but can be entered if your products have an FSC assigned. See web site On Line Products in <http://www.dlis.dla.mil>

#### Financial Information

All registrants must complete this section; exceptions are noted below. Electronic Funds Transfer (EFT) is the preferred payment method and has been legally mandated for all contract payments. Contact your bank or financial institution for the necessary information to complete this section.

Vendors that do not need to complete the EFT information include foreign vendors, utility companies, and government agencies. If you are unsure if your registration requires EFT information, please call the Registration Assistance Center.

Please note that if you wish to have EDI 820-remittance advice routed through a VAN rather than together with payments to your bank, then you must complete your 838 registration through your VAN. Do not use the Registration Application form.

Financial Institution Name and ABA Routing Transit ID – Provide the name of the bank, which you use, for banking purposes. ABA routing number is the American Banking Association nine-digit routing number. Enter the number provided by your bank. You may also find the routing number on a check. It is usually the first nine digits in the lower left-hand corner.

Account Number, Type, & Lock box Number - Enter the appropriate account number to which you want your EFT payments deposited and check the proper box to indicate whether it is checking or savings. If you prefer to use a lock box service, enter the appropriate account number in the space provided. If you use a lock box for your banking purposes, you must also check "checking" under account type.

Authorization Date - Enter the date when EFT information submitted on this form is valid and in effect. This form may be used to initiate changes in EFT/banking deposit information (i.e. you change banks or

accounts) and the authorization date identifies the effective date for the EFT data furnished. When entering the date on the website, you must enter as mm/dd/yyyy.

**ACH Information** – ACH is the Automated Clearing House department of your bank. Enter the appropriate contact information for the ACH coordinator at your bank. You must provide the area code as well as the phone number. This information is necessary in case problems occur with your EFT transfer; payment locations must have a bank contact to call. Note that e-mail addresses requested under the contact entries refer to Internet e-mail, not a local area network e-mail address within your office. When entering the phone numbers on the web site, enter the numbers only, do not put in dashes or parentheses. (Example: 9995551212 not (999) 555-1212)

**Credit Card information** – Does your company accept credit cards for payment? This is a Yes or No question.

#### Address Information

**Remittance Address** – This is the address where you would like a paper check mailed in the event an EFT transfer does not work. Please indicate on the name line who the check should be mailed to and fill in the appropriate information. If you use a lock box, and want checks mailed directly to the bank, put in the bank name and address here. When entering on the web site, this information is "read only" until a registration is first submitted. Once you submit the registration, go back and fill the information in completely; scroll all the way to the right and click the "ADD" button. After you have clicked the "add" button, then click submit again.

**Mailing Address** – If you are unable to receive mail at your physical mailing address, enter a proper mailing address here. A Post Office Box is permissible. Any address used here will receive all CCR correspondence. If you use a P.O. box, enter that information here. If the Point of Contact is in a different location than the legal business address and wishes to receive the mail directly, please enter the appropriate address here.

**Party Performing Certification** - This is mandatory IF you check 8a Program Participant under "business types." Please provide the name and address of the person at your company who handles the certification for your business.

#### Registration Acknowledgment

It is necessary to provide a name and phone number of someone at the company who has knowledge about CCR/government contracts as this is the person who will be called with questions regarding the CCR registration. The POC Registrant and the Alternate POC Contact are the only people authorized to share information with the CCR Assistance Center personnel. This will also be the person at the company who will receive all correspondence regarding CCR.

**Correspondence Check Boxes** - To promote prompt reception of information, e-mail or faxes are definitely the preferred modes of communication. However, at this time, the DOD mandated method of correspondence is U.S. Postal Mail. Note that e-mail addresses refer to Internet e-mail, not a local area network e-mail address within your office.

**Alternate Contact** – Please provide contact information for another responsible person at your company in case questions arise when the primary contact is not available.

**Accounts Receivable Contact** – Please provide contact information for the accounts receivable person at your company. This is the contact provided to Defense Finance and Accounting Service regarding EFT payments on your government contracts. Please note that this contact is not authorized to receive and/or release information regarding the CCR registration to any Registration Assistance Center

personnel. It may be beneficial to have the accounts receivable contact also act as the additional contact for the registration.

Owner Information – Mandatory if you have checked "Sole Proprietorship" as business type. You must provide the name and phone number of the owner of the business.

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#### A Few Simple Questions and Answers about CCR

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I have signed up with a VAN to do EDI. Do I need this workbook?

NO. If you have established EDI capability through a Government certified VAN you should register with CCR by filling out an 838 Trading Partner Profile transaction with the VAN. The 838 electronic registration also includes important information about the EDI capability of your VAN.

What does it cost to register in the CCR?

There is no charge to register through the CCR Assistance Center (AC) or via the Internet. However, you will probably spend some time gathering the information and filling out the form. There may be a nominal cost to submit the registration form (mail or fax), but your primary cost will be the time it takes to collect the information.

How will I know my CCR registration has been accepted?

Once your CCR registration has been successfully processed you will receive a confirmation and your Trading Partner Identification Number (TPIN). Processing may take several weeks, depending on workload. If you have Internet access you can also check your registration information by accessing the CCR web site at [www.ccr.dlsc.dla.mil](http://www.ccr.dlsc.dla.mil). If your registration application is received with insufficient or illegible information, it will be returned, along with a request for corrections. Upon resubmission it will be processed.

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#### Two Ways To Receive Assistance On Completing The CCR Application Or Questions Concerning Different Aspects of CCR. (i.e. internet, bids, purchase orders, invoices)

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##### 1. Electronic Commerce Resource Center Program

Website: <http://www.ecrc.cfc.com>

The Electronic Commerce Resource Centers (ECRCs) are private, government funded centers dedicated to helping smaller firms do business electronically. They provide help in selecting and implementing EDI, Internet based electronic commerce, and other computer tools for business. Services include training classes on a number of electronic commerce (EC) subjects and technical consultation support to help get you up and running.

The ECRC program is operated by organizations with funding support from the Defense Logistics Agency (DLA). They work together to provide business with a mix of technical and administrative support services in dealing with the Government. They are a part of DLA's commitment to making it easier for business to deal with the Government.

##### 2. Procurement Technical Assistance Centers(PTAC)

Website: <http://www.dla.mil/ddas> The DLA administers, on behalf of the Secretary of Defense, the DOD PTA Cooperative Agreement Program under which Procurement Technical Assistance Centers (PTACs) provide assistance to business firms that want to sell goods and/or services to Federal, state and local governments. They assist with questions on purchase orders, invoices and the bidding process.

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#### Defense Accounting and Finance Service (DFAS)

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DFAS is responsible for reviewing, processing approving, and issuing all payments to contractors as well as ensuring collection of funds owed to the Department of Defense. If you have determined the information on your CCR registration to be accurate and you are still experiencing payment delays, please call DFAS Customer Service at 1-800-759-4571. The personnel of the CCR Registration Assistance Center



are unable to assist with specific payment questions. You may access the DFAS website at <http://www.dfas.mil/custsrvc/index.htm>

If you have further questions, please call the Registration Assistance Center at 1-888-227-2423 or 616-961-4725 (outside USA). Hours of Operation are MONDAY THROUGH FRIDAY, 7 AM TO 5:30 PM (0700 TO 1730) EASTERN STANDARD TIME EXCLUDING HOLIDAYS. VOICE MAIL MESSAGES WILL BE TAKEN AFTER HOURS OR IF ALL LINES ARE BUSY. CALLS WILL BE RETURNED.

Revision 07/26/2000

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## **CENTRAL CONTRACTOR REGISTRATION (CCR)**

WEB SITE ADDRESS [HTTP://WWW.CCR2000.COM](http://www.ccr2000.com) OR  
[HTTP://WWW.CCR.DLSC.DLA.MIL](http://www.ccr.dlsc.dla.mil) JUST CLICK. Customers can enter their own company's information directly on the web.

CCR Handbook contains the CCR rules and all data elements, with answers to many questions. The CCR Handbook is the official document for CCR, it is a living document. To receive the latest information: Hot link to  
<http://www.ccr2000.com/handbook.cfm>

Hardcopy CCR form:

<http://www.dlis.dla.mil/ccr/PDFs/Central%20Contractor%20Registration%20Form.pdf>

CCR Workbook to fill out CCR form:

<http://www.dlis.dla.mil/ccr/PDFs/ccrworkbook.PDF>

Send your completed CCR Form to the CCR Assistance Center at DLIS.  
FAX Number is: 1-(616) 961-7243

Mailing address:

DEPARTMENT OF DEFENSE [HTTP://WWW.DLIS.DLA.MIL](http://www.dlis.dla.mil)  
CENTRAL CONTRACTOR REGISTRATION  
74 WASHINGTON AVE N STE 7  
BATTLE CREEK MI 49017-3084

CAGE CODES. If a foreign company, you must obtain a CAGE code before can register in CCR, if not in the USA or its territories.

To receive a CAGE Code, contact the NATO office in your country at  
[http://www.dlis.dla.mil/ccr/ccr\\_cageinfo.htm](http://www.dlis.dla.mil/ccr/ccr_cageinfo.htm) for a list of e-mail addresses, phone numbers and contact points. U.S. companies will receive a CAGE code after registering in the CCR. The Defense Logistics Information Service (DLIS), who administers the CAGE code system, has placed a CAGE code search feature on the Internet. If you have Internet access you can check your CAGE code yourself. The address is:  
[www.dlis.dla.mil/CAGESEARCH](http://www.dlis.dla.mil/CAGESEARCH)

DUN & BRADSTREET PHONE # 1-800-333-0505

<https://www.dnb.com/customer/custlist.htm> for overseas D&B offices.

A DUNS number is required to register in CCR.

QUESTIONS: Contact the CCR Assistance Center at 1-888-227-2423 OR 1-616-961-4725 IF OUTSIDE THE US. Ask to speak to a CCR person.

DLIS Interactive Voice Response for CCR 1-888-352-9333 - Option 3 or 1-616-961-5757 to check status electronically. *Send E-Mail to:*  
[ccr@dlis.dla.mil](mailto:ccr@dlis.dla.mil)

01 SEP 2000

SAAL-PR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Areas of Special Interest for Fiscal Year (FY) 01

Each fiscal year you receive guidance on areas of special interest to Army Senior Leadership. Over time, focus and emphasis change within the Army and new issues and interests develop. Attached are areas I consider to be important for FY 01 and should be emphasized by the Army procurement workforce.

To ensure continual improvement in the procurement process, the Procurement Management Assistance (PMA) Team will assess progress in these areas of interest. Principal Assistants Responsible for Contracting (PARCs) should also address these areas when reviewing their subordinate contracting offices.

The point of contact for the PMA Team is Geneva Halloran, DSN 761-7566, Commercial (703) 681-7566, [geneva.halloran@sarda.army.mil](mailto:geneva.halloran@sarda.army.mil).

/s/

Edward G. Elgart  
Acting Deputy Assistant Secretary of the Army  
(Procurement)

Attachment

End 3

## **DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)**

### **Fiscal Year 2001 Primary Areas of Interest:**

**Acquisition Reform Initiatives** - Status of implementation, identification of innovative local initiatives, etc.

**Automation** – Ensure contracting offices have and use current automation systems. All solicitations must be posted to the Army Single Face to Industry Website, which should be the official website listed in Commerce Business Daily announcement. Ensure all contracting personnel possess good computer skills and have access to the Internet. Ensure the Standard Procurement System (SPS) is fully operational at all deployed contracting locations. Eliminate paper transactions as of December 31, 2001, and leverage electronic commerce capabilities. Provide World-Wide Web access to solicitations, BPAs, IDIQs and other actions as appropriate to the business process. Transform paper-based contracting process into seamless, standard automated business practice. Identify and resolve any business process, policy, or automation issues that preclude the Army from developing, innovating and maintaining a seamless, paperless business process. Utilize reverse auctions on the web for buying commercial items, military unique sustainment items and performance based services. Ensure operating locations plan, budget and program for continuous technology refreshment. Refreshing technology capabilities are key to providing continued user support inside and outside the procurement function.

**Contracting Career Management** - Establish forward-thinking programs that address all facets of contracting career management to include recruiting, training, and professional development of the contracting workforce. Take steps to enable the entire contracting workforce to obtain their Bachelor Degree and Master Degree. Assure that everyone in the acquisition workforce obtains 80 hours every two years of continuous learning through education, training or other experience that enhances the individual's ability to perform the contracting mission. Put a program in place to assure that all mid-level contracting personnel attend Sustaining Base Leadership and Management Program (SBLM). Ensure the goals in the CP-14 Strategic Plan are achieved. Select and support top caliber performers for long term developmental assignments on Army staff.

**Incentive Contracting** – Use a range of innovative and meaningful contractual incentives that ensure timely delivery of the highest quality goods and services

at the best value to the Army. Apply contractual incentives that reduce the total cost of ownership for weapon systems and equipment. Contracting professionals must use innovative business strategies that emphasize the desired outcomes of procurements. Use market research to determine what factors will motivate potential contractors for individual acquisitions and then develop compatible contractual incentives and business arrangements when developing acquisition strategies and negotiating contracts.

**Metrics** - Establish and maintain meaningful metrics to measure and monitor progress in the accomplishment of Army and Command goals and objectives. Include cycle time (receipt of requirements package to contract award) and cost savings in the Metrics and post to websites for easy access to provide a valuable feedback and communication tool for the acquisition workforce and leadership at the Command and Headquarters level.

**Past Performance** – Ensure contractor performance is documented on all contracts meeting the thresholds published in AFARS 42.1502-90(a). Past performance should be the most important factor in selecting service contractors. Assure that Performance Assessment Reports (PARs) are completed in sufficient detail to fully and accurately capture the quantitative and qualitative aspects of contractor performance. Monitor and validate that PARs are input into the Past Performance Information Management System (PPIMS) in a timely manner and that past performance data is utilized in source selection. Assist Army Staff in improving the capability and usefulness of PPIMS.

**Performance Based Service Acquisition (PBSA)** - Commands should implement performance work statements and utilize quality assurance plans that support PBSA. PBSA implementation plans should include command goals and methods of achieving them. Metrics that measure PBSA implementation against the OSD (OFPP) criteria must be in place. The October 2000 revision to the DD Form 350 will be the preferred method of counting PBSA actions. At any extent, a method should be established to measure successful implementation. Not later than July 2001, 100 percent of the 1102, 800 and military 51C series workforce will have received training and be knowledgeable of PBSA.

**Strategic Planning** - Principal Assistants Responsible for Contracting (PARCs) are responsible for establishing and maintaining a Strategic Plan for significant acquisition and contracting events, actions and milestones. The Strategic Plan, with its Acquisition Reform Improvement Plan (SRIP), should outline goals, objectives and appropriate metrics to measure expected outcomes, and provide corrective action and redirection as necessary. It should support Army and Command vision and goals, and be designed appropriately for the Command environment of the PARC. PARCs will comply with Appendix A, Updated

Guidelines for Army Acquisition Reform Strategic Planning, April 30, 1998, which is posted on the webpage of the Office of the Deputy Assistant Secretary of the Army (Procurement). The Strategic Plan and the ARIP should be included on the OPARC Home Page. Contracting offices should prepare a business plan that is complementary to the Command and PARC Strategic Plans.

**Award Fees** – Ensure the proper use of award fees to provide motivation for excellence in contract performance and ensure Award Fee Plans are periodically modified to emphasize areas for improvement. Award Fee should be measured against a small group (3-5 items) of goals and should be for performance beyond the acceptable contract requirement. No award fee should be granted for less than acceptable performance.

**Price Based Acquisition** – Assure that all contracting and technical personnel understand and utilize price based acquisition to the maximum extent possible. Train them in value pricing and market research using commercial procedures for determining price. Prohibit the receipt of cost data for competitive

**Additional areas of interest:**

Acquisition Reform Incentives and Awards Programs. Assure there is a program in place to recognize innovative acquisition reform efforts and achievements by the acquisition workforce.

Alpha Contracting – Assure Alpha Contracting procedures are used to the maximum extent practicable in single source environments when the benefits and value make good business sense. Ensure a J&A has been approved, if required, before Alpha Discussions/ Negotiations begin.

Bundling Buys – Ensure compliance with the stringent requirements of the FAR rule (FAC 97-19) that contracting activities:

- Avoid unnecessary bundling that precludes small business participation in the performance of Federal contracts;
- Ensure performance of market research when bundled requirements are anticipated;
- Justify bundling in acquisition strategies to reflect cost savings;
- Meet specific estimated benefit thresholds before bundling and
- Assess the impact of bundling on small businesses.

Commerce Business Daily (CBD) Announcements – ensure the information being sent to the CBD is accurate, current, clear and complete and refers the contractors to the Army Single Face to Industry website.

Competitive Sourcing/Utilities Privatization/Energy Savings Performance Contracts (ESPC).

Contingency Contracting – develop a plan for training and having civilian contracting officers available to deploy in a contingency environment.

Continuous Process Improvements to Reduce the Cost of Purchasing and Contracting Cycle Time.

Continuous Technology Refreshment – develop contracts that allow for technology improvements to be incorporated during production, at no increase in price and within the performance specification.

Identification and Removal of Barriers to Customer Satisfaction and Methods of Obtaining Customer Feedback – establish customer representatives to facilitate customer satisfaction.

Market Research and Commercial Practices – train contracting personnel in their prime commodities to understand their market.

Partnering – continue and expand use of partnering techniques to enhance communications and prevent problems from developing.

Preparation and Verification of DD Forms 350 and 1057 – ensure their accuracy and completeness.

Professional, Administrative and Management Support Services Contracts – Ensure there is adequate competition, thorough technical reviews are performed, adequate Government Cost Estimates are provided, contract surveillance and cost controls are put in place, available prior history is utilized and contractual negotiations are adequately documented in a negotiation memorandum. Utilize performance based services acquisition to accomplish same.

Proper Use of FAR Part 12 for Acquisition of Commercial Supplies and Services.

Purchase Card Program – Ensure bills are paid promptly, failure results in paying prompt payment interest penalties and losing out on rebates. Empower non-contracting personnel to use the Purchase Card to order

and pay against GSA schedules and requirements contracts over \$2500. Document savings and identify innovations. Ensure and assess how cardholders are using mandatory sources (i.e. Federal Prison Industries, JWOD (NIB/NISH) etc.) specified in FAR Part 8. Ensure Purchase Card Program Coordinators are using web-based applications (CARE) to set up and maintain cardholders and billing official accounts.

Single Process Initiative and Civilian/Military Integration.

Source Selection Evaluation Criteria – Must be designed to provide meaningful discriminators, be spelled out in the solicitation, and follow FAR Part 15. Point assignments is not a desirable method.

Teaming – maximize use of integrated process teams to expedite business processes and assure quality work.

User Involvement in the Acquisition Process – utilize user community in the source selection process.

Workforce Empowerment – raise thresholds for reviews and eliminate non-value added reviews.



SEP 28 2000



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

25 SEP 2000

SAAL-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Class Deviation to DFARS 207.103; Written Acquisition Plans for  
Development Acquisitions

Authority to deviate from the dollar threshold requirement of DFARS 207.103 (c) (i)(A), as set forth below, is hereby granted.

Written acquisition plans will be required for acquisitions for development, as defined in FAR 35.001, when the total cost of all contracts for the acquisition program is estimated at \$30 million or more for all years or \$15 million or more for any fiscal year

While the threshold for written acquisition plans for acquisition of development is raised, the policy set forth in FAR 7.102 is still applicable. That is, there shall be an integrated planning effort that addresses the Army's needs and insures they are met in an effective, economical and timely manner. The extent, detail and documentation of this planning effort should be commensurate with the size, complexity and importance of the proposed acquisition.

This deviation is assigned number 00-DEV-05 and is granted pursuant to Director of Defense Procurement memorandum dated September 30, 1999, Subject: Delegation of Class Deviation Authority. This deviation shall remain in effect until rescinded or superseded by the DFARS.

A handwritten signature in black ink, appearing to read "E. Elgart", is positioned above the name of the official.

Edward G. Elgart  
Acting Deputy Assistant Secretary of the Army  
(Procurement)

MEMORANDUM FOR ALL MAJOR SUBORDINATE COMMAND, DISTRICT  
COMMAND, FIELD OPERATING ACTIVITY & LABORATORY COUNSELS

SUBJECT: CECC-C Bulletin No. 00-25, FAR Changes to Payment Bond Amounts.

1. The FAR has been amended to implement the Construction Industry Payment Protection (CIPP) Act, Pub. L. 106-49, which amends the Miller Act, 40 U.S.C. section 270a, et seq. These changes to the FAR became effective July 26, 2000 and were finalized and published as Item VI in FAC 97-19, Federal Register at 65 FR 46069. The final rule amends FAR 28.102 and the clauses at 52.228-13, 52.228-15, and 52.228-16.

2. Congress passed the CIPP Act to enhance payment protection for subcontractors that furnish labor or materials on Government construction projects. Prior to the amendments effected by the CIPP Act, the Miller Act required contractors performing Government construction contracts to furnish payment bonds of 50 percent of the contract price if the award was not more than \$1 million; 40 percent if the award price was between \$1 million and \$5 million; or \$2.5 million if the contract price exceeded \$5 million. The CIPP Act amended the Miller Act to now provide that payment bonds must equal 100 percent of the contract amount, unless the contracting officer determines that a payment bond in that amount is impractical. Additionally, the CIPP Act amended the Miller Act to specify how a subcontractor can waive the Act's payment protections. Both of these changes were incorporated into the FAR. The CIPP Act also amended the Miller Act to allow for a claimant not in privity with the prime contractor to provide notice of an intent to seek payment from the prime contractor's bond by any means which provides written, third-party verification of delivery. Previously, such notice had to be sent by registered mail. This aspect of the CIPP Act, however, has not been incorporated by the recent changes to the FAR.

3. In conformity with the CIPP Act changes, FAR 28.102 now provides that unless the contracting officer makes a written determination supported by a specific finding that a payment bond in this amount is impractical, for contracts in excess of \$100,000, the amount of a payment bond must equal 100 percent of the contract price; and if the contract price increases, an additional amount equal to 100 percent of the increase. The amount of the payment bond, however, cannot be less than the amount of the performance bond.

End 5

4. Where a contract exceeds \$25,000 but is less than \$100,000, FAR 28.102 provides that the amount of the payment bond must equal 100 percent of the original contract price; and if the contract price increases, an additional amount equal to 100 percent of the increase. The contracting officer, however, does not have to make a written determination supported by specific findings to reduce the required bond amount. The contracting officer need only determine that a lesser payment bond amount is adequate for the protection of the Government.

5. FAR Clause 52.228-13 was amended to specify how a subcontractor could waive its protection under the Miller Act. It provides that a subcontractor's waiver of the right to sue on a payment bond is void unless it is in writing, signed by the person whose right is waived, and executed after such person has first furnished labor or material for use in the performance of the contract. FAR 52.228-13(e).

6. For a discussion of all of the changes, see FAC 97-19, Item VI, which can be obtained online at [http://farsite.hill.af.mil/reghtml/changes/fac/fac97\\_19.htm](http://farsite.hill.af.mil/reghtml/changes/fac/fac97_19.htm). The point of contact on this Bulletin is Edward Goldstein who can be reached at (202) 761-5250.

FOR THE COMMANDER

ROBERT M. ANDERSEN  
Chief Counsel